



STAFF APPEALS FOR EXTENDING THE TERM OF A CREDENTIAL

When submitting an application it is important to note that **all** staff appeals require all of the following:

- A completed application form (41-4) or a renewal application form (41-REN) (circle RGA at the top of application) and current non-refundable fee
- A letter stating the circumstances or reasons which necessitate the appeal
- Original transcripts and test scores verifying the requirements that were completed
- Documentation verifying the reason for the appeal (For the purpose of clarifying credential requirements or justifying the appeal, Commission staff may request additional supporting documentation from the applicant, university, or employer.)

Applicants should be aware that Commission staff does not deviate from Title 5 Regulations. **Appeals are not granted if an applicant cannot show good cause or substantial reasons for the request.** Financial hardship is not addressed in the regulations; therefore, it cannot be considered a valid reason for appeal.

Commission staff will grant a one-year extension or reissue a credential or permit when an applicant verifies good cause for not completing renewal requirements.

Good cause shall include, but is not limited to, the following:

- a requirement has been established since the applicant received his or her credential
- the applicant was unable to complete requirements because of personal health problems or the health problems of a family or household member
- the applicant is currently employed in a position requiring a credential or its equivalent and no California college or university (Institution of Higher Education [IHE]) or Local Education Agency (LEA) can be reached within one and one-half hours of traveling time
- the applicant submits verification from the IHE or LEA that there were no openings in the program or that the required course work was unavailable
- the applicant unknowingly completed course work, such as continuing education courses, which the IHE, LEA, or Commission cannot accept toward completion of the requirements
- the applicant did not receive information about the requirement from the Commission with sufficient time to complete the requirement
- the applicant enrolled in a second or subsequent IHE or LEA and the new IHE or LEA required additional course work or assessment which the applicant was unable to complete on time
- demands of job or family made attendance at an IHE or LEA impossible
- the applicant has completed educational requirements, but has not met the experience requirement
- the applicant has not been employed in the California public school system since the credential was issued

An appeal may be issued only once, except in cases where the extenuating circumstances continue to exist and the applicant has made sufficient progress toward completion of the requirements.

Authority cited: California Education Code, Section 44225

Reference: California Education Code, Sections 44225(m), 44251, 44253, 44277, 44279, and 44348, and Title 5, California Code of Regulations, Section 80523

(continued)

RGA-4

New Requirement Added By Statute or Regulation

Applicant was not informed of a new requirement and has completed all other requirements for the renewal of the credential.

- Verification showing the completion of all other renewal requirements must be submitted.
- If completing a California accredited program, the college or university or employer must verify that all other renewal requirements have been completed.

RGA-7

Medical Appeal

Applicant could not complete renewal requirements due to medical or health reasons affecting the applicant, family, or household member.

- A physician's statement giving the nature and duration of the illness must be submitted. A Birth or Death Certificate may be required.

RGA-10

Emergency Credential or Permit Extension

Applicant did not complete the six semester (or nine quarter) units of renewal course work for reissuance of an emergency credential or permit.

- Verification of enrollment in a program must be submitted.
- Valid reason for not completing requirements must be submitted.

RGA-20

Failure To Complete Renewal Requirement(s)

Applicant did not complete renewal requirements and needs a one-year extension or reissuance of the credential. Applicant must submit **all** of the following:

- A statement explaining the reasons that he or she was unable to complete the renewal requirements.
 - A letter from the authorized individual at a California college or university with a Commission-accredited program for the credential under consideration detailing the requirements that the candidate must complete to get the clear or professional clear credential.
 - Official transcripts showing completion of all course work taken since the credential was issued.
 - Original test score(s) for any examination taken since the credential was issued.
 - Verification of all teaching experience completed since the credential was issued. If the experience was out of state, a photocopy of the out-of-state certificate that authorized the service is required. If the applicant was out of the teaching field, he or she should submit verification of the non-teaching work experience.
- *The credential may be reissued for an additional one-year period if the candidate submits official transcripts showing completion of a minimum of 12 semester hours of college course work and a letter from the authorized individual at a California college or university with a Commission-accredited program for the credential under consideration stating the course work completed was required for the clear or professional clear credential (see Credential Extended by Appeal, CL-731A).*